

Template: Supervision meeting record

Group and school-based providers, and childminders

Name of supervisee:	
Name of supervisor:	
Start of supervision agreement:	

Please note, the supervision agreement should be made prior at the start of a supervision relationship and form part of the induction process.

Wellbeing conversation:	Consider physical, mental, and emotional wellbeing, anything impacting on wellbeing, what is working and what support is needed.
Professional support:	Key person role including review and reflection of work with individual children, groups, and the progress of key children, observation, assessment, planning, and children's next steps, evaluation of practitioners work and interventions, safeguarding, designated person role
Relationships:	Work relationships, communication, safeguarding, working with other agencies, working with parents, and where appropriate other settings which their key children attend
Development needs:	Skills, knowledge of child development and EYFS, understanding and attributes to complete the role, constructive feedback and observation of practice, training needs including Safeguarding updates

Supervisee's name:	Supervisor's name:	Date: